



**DEPARTMENT OF THE ARMY**  
**JOINT READINESS TRAINING CENTER (JRTC) & FORT POLK**  
**NONCOMMISSIONED OFFICER ACADEMY**  
**FORT POLK, LOUISIANA 71459**



AFZX-GT-NCOA

7 October 2005

MEMORANDUM FOR All Soldiers and Noncommissioned Officers Assigned to the Fort Polk NCOA

SUBJECT: Academy Policy #5 – CSM/1SG Visits to the NCO Academy

1. This policy establishes procedures regarding visits by a Command Sergeant Major and Unit 1SGs to the NCO Academy.
2. This policy applies to all brigade and battalion level CSMs and 1SGs who send students to the Fort Polk NCO Academy and to all personnel assigned to the NCO Academy.
3. Procedures:
  - a. Any CSM/1SG with Soldiers enrolled in WLC can visit the Academy at any time during any duty day. Units must coordinate with the Academy Operations at ext. 6336/4998 24hrs prior to desired visit date.
  - b. Operations will notify the Chief of Training, Deputy Commandant and Commandant of visit date and time. The Chief of Training will assign a SSGL as a sponsor for the CSM. The Post CSM will be permitted to visit without a sponsor.
  - c. CSMs/1SGs are authorized to visit any aspect of the Academy they desire except those areas with controlled access (IE, TCO Vault, Arms Room, etc.) If visits occur during the land navigation course or FTX, visitors will NOT be allowed to walk on the Land Navigation Test Lanes.
4. The Fort Polk NCO Academy belongs to all units that send Soldiers through WLC. Our doors are always open for the CSMs/1SGs of those units. Visits by categories of personnel are more strictly controlled to ensure students remain focused on the intense curriculum.

AFZX-GT-NCOA

SUBJECT: Academy Policy #5 – CSM/1SG Visits to the NCO Academy

5. POC for this memorandum is the undersigned @ 531-4970.

**“Original Signed”**

JEFFERSON VARNER III

CSM, USA

Commandant